

AOC/AOP Request to Hire

Position Title: _____ Location: _____
(court name/probation district and city)

Reason for Hiring (*circle one*): New Position Filling Vacancy

If filling vacancy, please complete the following:

- Reason for vacancy (*circle one*): resignation promotion termination
- Date vacancy will occur: _____

Position Duties:

Impact: (Include the following issues: safety considerations; employees available for redistribution of work; consequences of not filling position; duties required to keep office/program operational; statutory requirements):

I hereby request that the employee vacancy be filled. Include any other relevant information below.

Judicial Administrator/Clerk Magistrate/Presiding Judge
Chief Probation Officer/Supervisor

Date

Complete the portion above and mail to the Administrative Office as soon as you are aware a vacancy exists. Include a letter of resignation, termination, or promotion documenting the reason for the vacancy.

If approved ,use the **Hiring Checklist** and call Judy Beutler (402-471-2921) or Frank Jenson (402-471-2798) with questions regarding hiring procedures.